

# 4/6 - Year Term of Enlistment (TOE) Career Job Reservation (CJR) Process (Manual)

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HQ  
AFPC

Identifies AFSCs/  
Annual CJR Quotas

- Divides Quotas
- Creates Discover Query identifying eligibles
- Notifies MPFs of constrained AFSCs
- Provide MPFs with spreadsheet of eligibles
- Provide MPFs with mail merge instructions and notification letters

Consolidates CJR requests on master spreadsheet  
- **Monthly "rack & stack"** using criteria below

- UIF
- Top 3 EPRs
- Grade
- Projected grade
- DOR
- TAFMSD
- DOB

CJR Available in Current AFSC?

Mbr at 43rd (67th) month?

Notify MPF that mbr must separate

- Award CJR  
- Notify MPF (Monthly E-mail)

- Notify MPF of individual placement on Waiting List (Monthly E-mail)

E

A/B

MPF & MBR

Notify eligibles via mail merge

D

Submit CJR to AFPC via e-mail spreadsheet

MPF notifies mbr of approved CJR

C

Project separation

**SEPARATE**

- Receive AF Fm 545 or local CJR req from mbr
- Counsel mbr on options

Mbr requests CJR?

No

Project separation 120 days Prior to DOS

**SEPARATE**

AFSC Constrained?

Yes

No

Update CJR in MilPDS

Mbr elects path

**RETRAIN**  
Requests to retrain

**REENLIST**  
- Reenlistment projected and mbr reenlists  
- New Contract/DOS established

**SEPARATE**  
- CJR request cancelled  
- Separation projected  
- Separated

Retraining Approved?

Yes

No

AFPC awards CJR in Retraining AFSC

F

Mbr elects path

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HQ  
AF  
AFP  
C

MPF  
&  
MBR

